



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 05 - 09

OPEN TO: **All Qualified Candidates**

POSITION: **Information Assistant, FSN – 7; FP- 7**
Salary approx. Tk. 37,000+ per month)
Or
Information Assistant, FSN – 6; FP- 8
Salary approx. Tk. 32,000+ per month)

Depending on qualifications and experience incumbent may be hired at a lower trainee grade level.

OPENING DATE: **February 9, 2009**

CLOSING DATE: **February 22, 2009** (before 4:30 p.m.)

WORK HOURS: Full-time; 40 Hours/5 days per week

NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangladesh is seeking applications for the position of Information Assistant in the Information Media Unit, Public Affairs (PA) Office.

BASIC FUNCTION: Incumbent serves as a translator of press releases, articles and special publications. Helps design and implement programs that



lead to a better understanding of the U.S. institutions, including media. Also serves as the Information Section's liaison with broadcast media.

MAJOR DUTIES AND RESPONSIBILITIES:

✚ Translates daily press releases and other articles from English to Bangla.

✚ Arranges press conferences. Arranges and organizes press coverage for seminars, workshops, and cultural presentations as well as arranging individual interviews for American speakers and cultural performers. Tracks media coverage of embassy programs and translates selected items from Bangla papers. Assists in planning conferences and press events and helps select guests. Arranges press coverage and facilitates media participation for USAID field trips. Acts as press officer for special PA programs.

✚ Works regularly with American and LES supervisors to identify potential stories for electronic media placement. Thoroughly researches and investigates stories for subsequent review and release. Establishes and maintains contacts with producers, editors and reporters from the English and Bangla broadcast media.

✚ Designs, formulates and implements programs that lead to better understanding of American media organizations, (newspapers, TV, radio, journals), including speakers' programs related to the media. Assists in USG-sponsored exchange programs in Bangladesh.

QUALIFICATIONS REQUIRED:

- 1. Education:** Completion of a Bachelor's degree in journalism, English or other Social Science subjects from a recognised University. Experience in interpretation/translation required
- 2. Language Proficiency:** Level IV (Fluent) in English and Bangla. Level Language proficiency will be tested at the time of selection.
- 3. Prior Work Experience:** Two to four years work experience in writing, i.e. news, proposals, reports, etc. with at least two of those years doing translation from Bangla to English and vice versa.
- 4. Knowledge:** A good general knowledge of Bangladesh's political, social, educational and economic structure, institutions, political parties and cultural figures. Knowledge of key figures in the Bangladeshi mass media, including broadcast, and media training institutions. A good knowledge of public affairs programs and media techniques.



5. Skills and Abilities:

- + Ability to adapt, translate, write and produce informational materials with speed and accuracy.
- + Ability to develop and maintain contact with broadcast and other journalists.
- + Skill in proofreading and editing.
- + Good computer skills including knowledge of applications such as MS Word, MS Office (in both Bangla and English)

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, US Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment or PSA are ineligible for advertised positions within the first 90 calendar days of that appointment.
4. Currently employed Not Ordinarily Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired on a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold a security clearance.

TO APPLY:

Interested candidates are requested to submit the following:

1. Bangladeshi candidates will submit the "Application for Employment as a Foreign Service National" form either **By Hand with No Envelope or **FAX at 9887825**. Blank application forms are available at South barrier (near the Vatican Embassy) and in the Human Resources Office, Ext. 2533. A copy is also attached hereto for your convenience.**



[Application Form](#)

2. Interested USEFM, EFM, MOH, and local resident Americans are requested to submit a letter of application stating their interest along with updated OF- 612 (Application for Federal Employment). A copy is also attached hereto for your convenience.

[OF-612](#)

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

ONLY complete and up-to-date application form with an original photograph of the applicant will be accepted. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime. CV's with any other documents (e.g. certificates, awards, copies of degrees earned) will not be accepted in lieu of the Application Form.

SUBMIT APPLICATION TO:

Human Resources Office
Attention: HRO
Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

POINT OF CONTACT:

Human Resources Assistant
Telephone # 885-5500, Ext: 2533
Fax # 9887825

DEFINITIONS:

1. US Citizen Eligible Family Member (USEFM): Family Members at least age 18 listed on the travel orders of a direct hire Foreign of Civil or uniformed service member stationed to a US Foreign Service post or establishment abroad and is under COM authority. The USEFM resides with the sponsoring employee at post or at an Involuntary Separate Maintenance Allowance (ISMA) location.



2. Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of USEFM.

3. Member of Household (MOH): An individual accompanying a direct-hire Foreign, Civil, or uniformed service member to their assigned post abroad. The individual has been officially declared by the USG employee to the COM as part of his/her household but is not an EFM and is not on the travel orders of the sponsoring employee.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

NOTE: *"Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency."*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Cleared by:

HRO: PAO: FMO: MGT: